

भारतीय  
जन स्वास्थ्य  
प्रतिष्ठान



PUBLIC  
HEALTH  
FOUNDATION  
of INDIA

**PUBLIC HEALTH FOUNDATION OF INDIA (PHFI)**

**LIMITED TENDER**

**Tender No: PHFI/IT/2023-24/09/01-01**

**REQUEST FOR PROPOSAL (RFP)**

**FOR SELECTION OF AGENCY FOR**

***ICT EQUIPMENT'S FOR PHFI AIPL GURUGRAM OFFICE***

**SEPTEMBER 2023**

**Call for Tender Opening: September 12, 2023, by 05:00 PM**

**Cut of Date for downloading RFP: September 16, 2023 by 05:00 PM**

**Last date of submission of Bid: September 19, 2023 by 05:00 PM**

**Public Health Foundation of India**

House No.60, 4th Floor, Lane No.2,  
Saidulajab Village, New Delhi – 110 030  
(Near Saket Metro Station, Gate No.2)

**Tel +91 11-40175500 | Web [www.phfi.org](http://www.phfi.org)**

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## 1. INTRODUCTION

### 1.1. Purpose of call for Proposal

(a) The purpose/intent for this proposal is to buy the ICT items for Public Health Foundation of India (PHFI). AIPL Office Located in Gurgaon,

(b) This Request for Proposals (RFP) must be in the format as mentioned in this RFP. Agencies are required to submit a detailed Proposal (20 pages max) clearly indicating Deliverables, Timelines and Budget. The Proposal submitted by Vendors/Agencies will be reviewed by Tender Evaluation Committee at PHFI be formed for this purpose.

### 1.2. Background of the Project

PHFI is looking for a partner who can supply and install a list of items as per the BOQ (as per the Annexure -1 attached) and who is willing to provide a best after sale support.

### 1.3. Key Dates

#### Schedule of Tender Processing (Key Dates)

	<b>Tender Inviting Authority</b>	<b>Public Health Foundation of India</b> , House No.60, 4th Floor, Lane No.2, Saidulajab Village, New Delhi – 110 030	
<b>Sl. No</b>	<b>Description</b>	<b>Date</b>	<b>Time</b>
1.	<b>RFP released on PHFI Web Site</b>	<b>12 Sep, 2023</b>	By 5.00 PM
2.	<b>Last date for receiving Queries from Agencies if any</b>	<b>15 Sep, 2023</b>	By 5.00 PM
3.	<b>Last date for submission of Bids</b>	<b>19 Sep, 2023</b>	By 5.00 PM (may be dropped in Tender Box/By Courier/Speed Post)
4.	<b>Opening of Tender Box and Technical Bids (Authorized representatives of Agencies may be present for opening of Tender Box)</b>	<b>20 Sep, 2023</b>	At 3.00 PM
5.	<b>Intimation to the Agencies who qualify in the Technical Bids</b>	<b>22 Sep, 2023</b>	By 4 PM
6.	<b>Interview of Qualifying Agencies</b>	<b>25 Sep, 2023</b>	From 11 AM Onwards

	<b>(Format will be intimated through PHFI Tender email to concerned Agencies)</b>		
7.	<b>Opening of Financial Bids (Authorized representatives of Agencies may be present for opening of Financial Bids)</b>	<b>25 Sep, 2023</b>	11.30 AM
8.	<b>Interview cum Final Discussion with the short-listed Agency(s)</b>	<b>27 Sep, 2023</b>	From 11 AM onwards
9.	<b>Issue of Letter of Purchase order /Work Order/Intent/Award/Agreement</b>	<b>As per the decision of PHFI Management</b>	

## 2. QUALIFICATION/ELIGIBILITY CRITERIA

The Qualification/Eligibility criteria for the Agency are given below:

<b>Sl. No</b>	<b>Qualification Criteria</b>	<b>Proof Required</b>
1	I. Name and address of the Institution/ Organization/ Consulting Agency  II. Year of Establishment  III. Whether the Institution/ Organization/ Consulting Agency is registered under Society Registration ACT or is an autonomous body or a Limited company or partnership firm, etc. and details thereof (e.g.-name (s) of partners, Managing Directors, Chief Executive Officers, Key Authorized Persons)	Copy of Certificate of Incorporation/ Registration/MoU as applicable
2	The Institution/ Organization/ Consulting Agency should have a valid PAN and GST Registration in India	Copy of PAN card and GST Registration
3	The Institution/ Organization/ Consulting Agency should have a minimum average annual turnover of Rs 50 Lacs from assignments made during the last three fiscal years (2020-21, 2021-22 & 2022-23)	Copy of Audited Profit and Loss Statement and Balance Sheet
4	The Agency should have a previous experience	Necessary documents as evidence, IF AVAILABLE.

5	The Institution/ Organization/ Consulting Agency should not have been blacklisted by Central/State Government departments/Undertakings	No conviction certificate duly signed by the Authorized Signatory of the organization.
6	<b>Previous experience of work with PHFI*</b>	<ol style="list-style-type: none"> <li>1. <b>Name of the Project &amp; Department of PHFI sponsoring the RFP (Tender No &amp; Date)</b></li> <li>2. <b>Reference &amp; Date of Service Agreement</b></li> <li>3. <b>Date of Commencement &amp; Date of Completion ( Whether completed as per Time Line)</b></li> <li>4. <b>Value of the Project</b></li> <li>5. <b>Any comments on the conduct of the Project</b></li> </ol>

**\* Any Agency which does not have a previous working experience with PHFI shall also be eligible for the Tender Process.**

### **3. Terms of References (TORs)**

**3.1. During the assignment, the Agency would be responsible for completion of the below mentioned ToRs:**

**Project Title:** Supply and Installation of TV/Interactive panel and Video conferencing equipment

#### **3.2 Scope of Work (SOW)**

- Supplying of equipment as per the following Bill of Materials (BOM)
- Installation and configuration of all the supplied equipment mentioned under BOM
- Testing of equipment to ensure they are working properly

**Duration:** As per delivery terms

**Delivery of Items-State:** Gurugram, Haryana

#### **3.3 Terms and Conditions:**

- Interested Vendors are required to submit the Proposal on or before the due date (18 Sep, 2023 at the close of business hours by 5:00 PM.

- The proposal should be complete with all the enclosures duly signed by the authorized signatory;
- All the information / details to be supported by valid documents duly certified by the authorized Signatory;
- All judicial matters to be dealt in New Delhi.

#### **4. PAYMENT SCHEDULE**

Payment schedule is given below:

50% Payment within 20 Working days after submission of Invoices and successfully installation of equipment's and remaining 50% post completion of work.

#### **5. GUIDELINES FOR SUBMITTING PROPOSAL**

##### **5.1. Preparing the Technical Proposal**

The Agency is required to submit a technical proposal and a separate Financial Proposal.

##### **5.2. Technical Proposal Submission Format:**

The Proposal should follow the format given below (but not necessarily limited to the following) and should be in English and formatted on standard A4 paper with single space, 12 point font Times New Roman and each page numbered consecutively. The proposal should capture the following information, with a maximum of 20 pages including references.

##### **5.3. Institution/ Organization/ Consulting Agency profile**

- a. Name and address of the Institution/ Organization/ Consulting Agency.
- b. Year of Establishment.
- c. Legal status of the Institution/ Organization/ Consulting Agency – Whether Institution/ Organization/ Consulting Agency is registered under the Societies Registration Act or is an autonomous body or a Limited Company or Partnership Firm, etc. and details there of (e.g. – name(s) of Partners, Managing Directors, Chief Executive Officers, key Authorized Persons)
- d. Name and email ID and Phone number of the Authorized person of the Agency.

##### **5.4. Financial Status of the Organization**

As mentioned in the qualification criteria.

##### **5.5. Income Tax Details**

Whether the Institution/ Organization/ Consulting Agency are exempted from Income Tax? If yes, please furnish the exemption certificate number and date up to which exempted. A copy of exemption certificate is to be attached.

If no, furnish PAN/TAN/GST number, the copy of the latest Income Tax returns and assessment order.

#### **5.6. Preparing the Financial Proposal (as per Annexure-1)**

- a. The Financial Quotes should cover the following:
  - (i) Entire cost for the equipment's
  - (ii) Taxes with %
  - (iii) Any other hidden cost like installation/transportation etc., if any.
- b. Filled GST Declaration form and GST Details Form (attached as Annexure-2 to this RFP)
- c. The total cost quoted should be inclusive of all applicable taxes.
- d. The Financial Proposal will be evaluated only if an Agency qualifies based on the assessment of the Technical Proposal.

#### **5.7. Submission of Bids**

- a. The Bidder shall submit a sealed cover consisting of these two sealed envelopes with a clear label for each:
  - i. Technical Proposal, super scribing on the right-hand side top of the cover as Technical Bid (2 copies).
  - ii. Financial Proposal super scribing on the right-hand side top of the cover as Financial Bid (2 copies).
- b. All the pages of the Financial Proposal shall be duly signed by the Authorized Signatory of the Bidder before submission. Corrections, if any shall be counter-signed.

#### **5.8. General Instructions and Terms and Conditions**

- a. The Proposal along with all the correspondence and documents exchanged by the Institution/Organization/Consulting Agency and PHFI shall be written in English language.
- b. **Amendments to the Tender:** Tender Committee at PHFI reserves every right to amend any of the Tender conditions or a part thereof, before the last date for the receipt of the Tender, if necessary. Amendments, if any, would be put on the website. The decision of extending the due date and time for the submission of Tender documents on account of amendments will be the sole discretion of PHFI.
- c. **Reserved Rights:** PHFI reserves the following rights with regard to this call for proposal:

- (i) to cancel this call for proposal at any stage without assigning any reason.
  - (ii) to disqualify any Applicant(s) based on Applicant(s) failure to follow solicitation instructions
  - (iii) PHFI reserves the right to waive any deviations by Applicants from the requirements of this solicitation that in PHFI 's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
  - (iv) Extend the time for submission of all RFP responses after notification to all Applicants.
  - (v) Terminate or modify the RFP process at any time and re-issue the RFP to whomever PHFI deems appropriate.
  - (vi) PHFI reserve the right to select and negotiate with those applicants it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability.
  - (vii) PHFI reserves the right to negotiate the rates or issue an award based on the initial evaluation of Applicants without discussion.
  - (viii) Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
- d. No proposal shall be accepted unless it is properly sealed. Institution/ Organization/ Consulting Agency shall not be allowed to fill in or seal their proposal at the PHFI office. The documents should be sent by speed post/registered post/courier or hand delivered.
- e. If the envelope is found to be open, not sealed and not marked as instructed above, PHFI will not be responsible for misplacement or premature opening of the proposal submitted. Any proposal opened prematurely due to this cause shall be rejected.
- f. The Bidder is advised to attach any additional information that is considered necessary in regard to establish the capabilities. No further information will be entertained after submission of application unless it is required by PHFI. PHFI, however, reserves the right to call for additional information and clarification on information submitted by the Bidders.
- g. Proposals must be received by PHFI at the address specified not later than the date and time specified in the Invitation of RFP. In case the specified date for the submission of proposal being declared holiday by the PHFI, the same will be received on next working day with the same specified time. Proposals received after the due date and time specified will automatically be rejected.
- h. **Withdrawal of Proposals:** Applicants may withdraw proposal by written notice via email received at any time before contract. Proposals may be withdrawn in person by an offer or his/her authorized representative if the



representative's identity is made known and the representative signs a receipt for the proposal before award.

- i. **Opening of Tenders:** As per time lines given under clause 1.3 page no. 3 of this RFP.
- j. Any efforts by Agency to influence the PHFI personnel or representatives on matters relating to proposals under study in the process of examination, clarification, evaluation, and comparison of proposal and in decision concerning award of Contract, shall result in the rejection of the Agency's proposal. Failing to execute the Contract Agreement within the said period may result in termination of the Contract and award of the same to other Agency/ Agencies at the risk and cost of the Institution/ Organization/ Consulting Agency.
- k. The person to sign the Contract Agreement shall be duly authorized.
- l. PHFI assures that the documents and presentations by the applicants will be kept strictly confidential and will not be used for any purpose other than the process of selection of the final applicant. All documents created/prepared during the assignment by the selected application shall be the property of PHFI and they will have the rights associated with such documents.
- m. **Offer Verification:** PHFI may contact Applicant to confirm contact person, address, bid amount and to confirm that the Bid was submitted for this solicitation.
- n. **Conflict of Interest:** Applicants must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in PHFI having to re-evaluate selection of potential Applicants.
- o. **Arbitration:** Should any dispute arise, it may be referred to an Arbitrator appointed by mutual consent. The place of Arbitration shall be New Delhi.
- p. The cost of travel and stay of the officials from Institution/ Organization/ Consulting Agency for attending meetings with PHFI will be met by the respective Institution/ Organization/ Consulting Agency.
- q. **All queries/correspondences pertaining to this RFP will be done through PHFI Tender email i.e. [tenders@phfi.org](mailto:tenders@phfi.org)**

Hard copies of the Proposals should be addressed to:

**The Chairman  
Tender Committee  
RFP: ICT Equipment's for PHFI AIPL Gurugram Office**

**At**

**PUBLIC HEALTH FOUNDATION OF INDIA**

House No.60, 4th Floor, Lane No.2,  
Saidulajab Village, New Delhi – 110 030

The last date for submission of the complete Proposal with all supporting documents (by hand or by post) is 18 Sept 2023 by 5:00 PM. Any Proposal received after this prescribed time will not be entertained. PHFI will not be responsible for any loss in transit or postal delay.

## **6. EVALUATION OF PROPOSAL**

### **6.1. Evaluation Committee**

An Evaluation committee formed by PHFI would first examine the Technical bids based on the details provided in the Invitation for proposal for those Institution/ Organization/ Consulting Agency who are short listed as per the qualification criteria. The Financial bids would be assessed only for those agencies whose technical bids are considered to be adequate and secure minimum Technical qualifying marks as mentioned in paras below.

### **6.2. Selection of Institution/ Organization/ Consulting Agency**

- a. An Institution/ Organization/ Consulting Agency is required to score a minimum qualifying marks of 70 points out of 100 which will be recalibrated out of 60 in the Technical Proposal in order to qualify for Interview and Financial Bid opening.
- b. Financial Bids of Institution/ Organization/ Consulting Agency will be opened only if the Institution/ Organization/ Consulting Agency qualifies in the Technical Evaluation (score of a minimum of 70 percentage). Financial Bids will be opened on Sept 25, 2023 at 11:30 at PHFI.
- c. For the Final evaluation, the weightage for the Technical proposal, Interview and Financial proposal, would be 60%, 20% and 20%, respectively.
- d. PHFI shall reserve the right to negotiate with the Bidder whose proposal has been ranked first by the Committee on the basis of Technical and Financial Evaluations and the Interview.
- e. The submitted proposals will be valid for 60 days from the date of submission. PHFI will make its best effort to select the Institution/ Organization/ Consulting Agency within this period.

### **6.3. Technical Evaluation (60)**

Technical evaluation shall be carried out based on the following:

<b>Criteria</b>	<b>Points</b>
Profile of Agency/ Experience of conducting similar task by agency.	40
Other parameters	60
Total	100 points (will be recalibrated out of 60)

#### **6.4. Interview (20)**

Those agencies who will qualify in the Technical Evaluation will be invited for a personal Interview, wherein, the Agencies will be given time slot to give a presentation. Format of Presentation will be shared with the selected Agencies via tender email after opening and scrutiny of Technical Bids.

#### **6.5. Financial Evaluation (20)**

Financial evaluation shall be carried out based on the following:

Cost will primarily be evaluated for reasonableness, realism, allowability and the Applicant's understanding of the work to be performed. Effective cost saving measures to improve cost efficiency of the project will also be considered. Applications that demonstrate realistic scenario to accomplish the job in a time-bound manner with minimal resources would be considered.

Full marks will be awarded to the lowest qualifying bidder. For subsequent bidders the marks will be a ratio of the lowest bidder. If the lowest bid is "X" and bid for "Y" needs to be evaluated then its marks will be "highest mark x (X/Y)" Once the Institution/ Organization/ Consulting Agency is finalized, additional information and discussion will occur between the Applicant and PHFI during development of detailed Technical Proposal.

### **6. CONTACT FOR MORE INFORMATION**

For all correspondence please refer to PHFI general Tender Email: [tenders@phfi.org](mailto:tenders@phfi.org) with subject line marked as "RFP for **ICT EQUIPMENTS FOR PHFI AIPL OFFICE GURGAON (PHFI/IT/2023-24/09/01-01)**"

**END OF RFP**

**DISCLAIMER:**

This RFP represents only a definition of requirements. It is merely an invitation for submission of concept paper and does not legally obligate PHFI to accept any of the submitted RFP in whole or in part, nor is PHFI obligated to select the lowest priced proposal. PHFI reserves the right to negotiate with any or all applicants, both with respect to price, cost and/or scope of services. PHFI has no contractual obligations with any offer or based upon issuance of this RFP. It is not an offer to contract. Only the execution of a written contract shall obligate PHFI in accordance with the terms and conditions contained in such contract.